

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 7**

**February 14, 2000**

**SUBJECT: REPORTING COMMUNITY MEETINGS**

**PURPOSE:** The implementation of the Ideal Basic Car expands the responsibility for attendance at community meetings from the sole responsibility of the Senior Lead Officer, to all components (X-Cars, footbeats, bike details and community outreach centers) of the Ideal Basic Car. This Order establishes procedure for attending community meetings; activates the Area Community Meeting Summary, Form 1.83.3; the Basic Car Coordinator Community Meeting Summary, Form 1.83.5; and, revises the Community Meeting Request/Critique, Form 1.83.1.

**PROCEDURE:** A community meeting is defined as "any formal meeting with members of the community, where there are discussions regarding the quality of life, crime trends, or other topics that affect the community or the Department." Community meetings include both Department and non-Department sponsored meetings (i.e., local schools, business groups, clergy, neighborhood groups, etc).

**I. AREA COMMUNITY MEETING SUMMARY, FORM 1.83.3 - ACTIVATED.**  
The Area Community Meeting Summary form is activated.

- A. Use of Form.** This form is used to summarize the attendance of Basic Car Officers at community meetings.
- B. Completion.** This form is completed by the Officer in Charge, Area Community Relations Office (CRO).

**C. Distribution.**

- 1 - Original, retained by Area.
- 1 - Copy to geographic bureau commanding officer.
- 1 - Copy to Office of the Special Assistant.
- 1 - Copy to Community Policing and Planning Section, Management Services Division.

**4 - TOTAL**

**II. BASIC CAR COORDINATOR COMMUNITY MEETING SUMMARY, FORM 1.83.5 - ACTIVATED.** The Basic Car Coordinator (BCC) Community Meeting Summary form is activated.

- A. **Use of Form:** This form is used to document the purpose and type of each community meeting and the assignment of Department personnel in attendance.
  - B. **Completion:** This form is completed by the respective Basic Car Coordinator.
  - C. **Distribution:**
    - 1 - Original, retained by Area.
    - 1 - Copy to geographic bureau commanding officer.
    - 1 - Copy to the Special Assistant.
    - 1 - Copy to Community Policing and Planning Section, Management Services Division.
- 4 - TOTAL

**III. COMMUNITY MEETING REQUEST/CRITIQUE, FORM 01.83.1 - REVISED.** The Community Meeting Request/Critique form is revised to include a meeting summary.

- A. **Use of Form and Completion.** The use and completion of this form remain the same; however, it has been expanded to include additional recap information.
- B. **Distribution.** If the meeting was attended by Department personnel:

- 1 - Original, retained by Area.
- 1 - Total

If the meeting was not attended by Department personnel:

- 1 - Original, retained by Area.
- 1 - Copy to geographic bureau commanding officer.
- 1 - Copy to the Special Assistant.
- 1 - Copy to Community Policing and Planning Section, Management Services Division.

4 - TOTAL

**IV. EMPLOYEE RESPONSIBILITY.** Upon notification of a request for a community meeting, the employee shall:

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- \* Document the request on the Community Meeting Request/Critique, Form 01.83.1;
- \* Forward the form to the Officer in Charge, Area CRO;
- \* Attend community meetings as directed by the Watch Commander or BCC; and,
- \* Complete the Community Meeting Request/Critique form for each meeting attended and forward it to the BCC.

**Note:** In the event an employee assigned to a community meeting cannot attend, that employee shall immediately notify the watch commander.

**V. BASIC CAR COORDINATOR RESPONSIBILITY.** Upon notification of a request for a community meeting the BCC shall:

- \* Ensure the request is documented on a Community Meeting Request/Critique form;
- \* Ensure the form is forwarded to the Officer in Charge, Area CRO;
- \* Coordinate with the watch commander to assign an officer(s), preferably within the Basic Car, to handle the meeting. The officer(s) assigned the meeting shall be given a copy of the Community Meeting Request/Critique form;
- \* Ensure the officers who attended the meeting complete a Community Meeting Request/Critique form and submit the form to the BCC for review;
- \* Complete a Basic Car Coordinator Community Meeting Summary form at the end of each calendar month; and,
- \* Forward the completed Basic Car Community Meeting Summary and Community Meeting Request/Critique forms, to the Officer in Charge, Area CRO Unit.

**Note:** In the event Department personnel did not attend a community meeting, or the meeting was cancelled for any reason, the BCC shall document on the Community Meeting Request/Critique Form the reason for non-attendance and/or cancellation.

**VI. OFFICER IN CHARGE, AREA COMMUNITY RELATIONS OFFICE, RESPONSIBILITY.** Upon notification of a community meeting, the Officer in Charge, Area CRO, shall:

- \* Ensure the request is documented on the Community Meeting Request/Critique form;

- \* Forward a copy of the Community Meeting Request/Critique to the respective BCC and Watch Commander;

**Note:** The original shall be retained by the Officer in Charge, Area CRO, for statistical purposes in the event the meeting was not attended by Department personnel.

- \* Complete the Area Community Meeting Summary form at the end of each calendar month; and,
- \* Submit the Area Community Meeting Summary forms, Basic Car Coordinator Community Meeting Summary forms and Community Meeting Request/Critique forms, to the Area commanding officer.

**VII. WATCH COMMANDER RESPONSIBILITY.** Upon notification that a community meeting is scheduled during his/her watch, the watch commander shall:

- \* Coordinate with the BCC and assign an officer(s), preferably within the Basic Car, to attend the meeting. The officer(s) assigned the meeting shall be given a copy of the Community Meeting Request/Critique form; and,
- \* Upon being notified an officer(s) assigned to a community meeting is unable to attend, the watch commander shall assign another officer(s).

**VIII. AREA COMMANDING OFFICER RESPONSIBILITY.** The Area commanding officer shall:

- \* Review the Area Community Meeting Summary form, Basic Car Community Meeting Summary forms, and the Community Meeting Request/Critique forms;
- \* Ensure all personnel are trained in the proper procedures to document community meetings; and,
- \* Forward copies of the Area Community Meeting Summary forms, Basic Car Coordinator Community Meeting Summary forms and any Community Meeting Request/Critiques that indicate a meeting was not attended by Department personnel or was cancelled to the geographic bureau commanding officer by the fifth calendar day of each month.

**IX. GEOGRAPHIC BUREAU COMMANDING OFFICER RESPONSIBILITIES.** The geographic bureau commanding officer shall:

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- \* Review the completed forms; and,
- \* Forward copies of the Area Community Meeting Summary form, Basic Car Community Meeting Summary forms and any Community Meeting Request/Critique forms that indicate non-attendance or cancellation of a Community Meeting to the Office of the Special Assistant and the Community Policing and Planning Section, Management Services Division, prior to the tenth calendar day of each month.

**X. COMMANDING OFFICER, MANAGEMENT SERVICES DIVISION, RESPONSIBILITY.** The Commanding Officer, Management Services Division, shall ensure the information contained in the Area Community Meeting Summary form is compiled and summarized in a quarterly report for distribution.

**FORM AVAILABILITY:** Copies of the Area Community Meeting Summary, Form 1.83.3., the Basic Car Coordinator Community Meeting Summary, Form 1.83.5, and the Community Meeting Critique, Form 01.83.1 are available on the LAN and will be available to order from Supply Section, Fiscal Operations Division, in about 90 days.

**AMENDMENTS:** This Order adds Sections 4/202.30, 5/1.83.3, 5/1.83.5, and amends Section 5/1.83.1 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Administrative Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**BERNARD C. PARKS**  
Chief of Police

Attachments

DISTRIBUTION "A"

# AREA COMMUNITY MEETING SUMMARY

## MONTH \_\_\_\_\_ AREA \_\_\_\_\_

Information to complete this form is obtained by tabulating the Basic Car Coordinator Community Meeting Summary Forms for the month and tabulating the totals on to this form.

**TOTAL NUMBER OF MEETINGS:**

**TOTAL NUMBER OF MISSED MEETINGS:**

### I. MEETING SUMMARY

Pre-scheduled meetings

Neighborhood Watch meetings

Business Watch meetings

Semi-Annual Basic Car meetings

Townhall meetings

School related meetings

Park related meetings

Church related meetings

C-PAB meetings

### II. PERSONNEL SUMMARY

Community members present at meetings

Basic Car Coordinators at meetings

Number of Senior Lead Officers at meetings?

Number of other supervisors at meetings?

Number of P-3s at meetings?

Number of P-2s at meetings?

Number of P-1s at meetings?

Number of Operation Support Division  
personnel at meetings?

Number of other Department personnel at meetings?

# **INSTRUCTIONS FOR THE: COMMUNITY MEETING REQUEST/CRITIQUE**

## **SECTION I: REQUEST**

- DATE: The date the request was taken.
- BASIC CAR: The Basic Car area in which the meeting is scheduled.
- EMPLOYEE TAKING REQUEST: Self explanatory
- GROUP HOLDING MEETING: Self explanatory
- CONTACT PERSON: Name of person to contact if further information is required for the meeting.
- DATE/TIME OF MEETING: Self explanatory
- LOCATION: Address where the meeting will take place.
- RD: Reporting District where the meeting will take place.
- TYPE OF MEETING: The purpose of the meeting must be one of the following that most accurately depicts the meeting:
- Neighborhood Watch (Block Club)
  - Business Watch
  - School – Any formal meeting where the primary topic of discussion involves a school or the surrounding community.
  - Park - Any formal meeting where the primary topic of discussion involves a park or the surrounding community.
  - Church - Any formal meeting where the primary topic of discussion involves a church or the surrounding community.
  - Semi-Annual Basic Car Meeting
  - Townhall
  - C-PAB
- PURPOSE OF MEETING: The purpose of the meeting must be one of the following that most accurately depicts the meeting:
- Periodic - Monthly, quarterly, semi-annual, and yearly
  - Community - Any community led event where the primary reason for the meeting is not related to the Department. (i.e. Department's attendance at Career Expos or Church Bazaars, etc).
  - Incident - Any formal meeting where the primary topic of discussion is to update the community regarding a particular event. (i.e. recent changes in Department policy etc).

## **SECTION II: MEETING SUMMARY**

- PRE-SCHEDULED: Yes or No
- UNIT HANDLING MEETING: Self explanatory
- OFFICER(S) HANDLING MEETING: Self explanatory
- The remainder of Section II is to tally the amount of officers and community members present at the Community Meetings.*

## **SECTION III: MEETING CRITIQUE BY OFFICERS**

- MEETING CRITIQUE BY OFFICERS: Self explanatory

## **SECTION IV: MEETING AUDIT BY SUPERVISOR**

- MEETING AUDIT BY SUPERVISOR: Self explanatory
- DEPARTMENT PERSONNEL WERE  
NOT IN ATTENDANCE: Please give explanation and sign (including serial number).

# COMMUNITY MEETING REQUEST/CRITIQUE

## SECTION I: REQUEST

LAPD 70-01.83.1 (10/99)

DATE	BASIC CAR	NAME OF EMPLOYEE TAKING REQUEST	EMPLOYEE NO.	PHONE
NAME OF GROUP HOLDING MEETING			CONTACT PERSON	DATE
DATE/TIME OF MEETING		LOCATION		
TYPE OF MEETING (SEE BACK FOR INSTRUCTIONS)		PURPOSE OF MEETING (SEE BACK FOR INSTRUCTIONS)		
MISCELLANEOUS MEETING INFORMATION				

## SECTION II: MEETING SUMMARY

PRE-SCHEDULED? YES <input type="checkbox"/> NO <input type="checkbox"/>		UNIT HANDLING MEETING	OFFICER(S) HANDLING MEETING			SER. NO.
BCCs	SLOs	OTHER SUPERVISORS	PATROL			OTHER DEPT. PERSONNEL
			P-3	P-2	P-1	OSD
						COMMUNITY MEMBERS

## SECTION III: MEETING CRITIQUE BY OFFICERS

List topics covered. Major concerns expressed by group. Was meeting geared towards a particular crime problem? What handouts were used? Overall evaluation of meeting as a crime prevention tool. List names of outside Department(s) and/or Agency(ies) in attendance.

## SECTION IV: MEETING AUDIT BY SUPERVISOR (IF APPLICABLE)

Discuss and evaluate officer's performance and reception by group. Major issues expressed by group. Was meeting geared to crime problems? Value of handout materials, overall evaluation of meeting as a crime prevention tool. List names of outside Department(s) or Agency(ies) attending.

\* IF DEPARTMENT PERSONNEL WERE NOT IN ATTENDANCE, EXPLAIN AND SIGN BELOW:

\* EXPLANATION COMPLETED BY: \_\_\_\_\_ SER. NO. \_\_\_\_\_

OFFICER COMPLETING REPORT	SER. NO.	DATE	WATCH COMMANDER	SER. NO.	PHONE EXT.	DATE
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# INSTRUCTIONS FOR THE BASIC CAR COORDINATOR COMMUNITY MEETING SUMMARY

## DATE

-The date the meeting was held.

## BASIC CAR

-The Basic Car Area where the meeting was held.

## TYPE OF MEETING (Select one of the following)

-The type of meeting must be one of the following:

\*Neighborhood Watch (Block Club)

\*Business Watch

\*School

-Any formal meeting where the primary topic of discussion involves a school or the surrounding community.

\*Park

-Any formal meeting where the primary topic of discussion involves a park or the surrounding community.

\*Church

-Any formal meeting where the primary topic of discussion involves a church or the surrounding community.

\*Semi-Annual Basic Car Meeting

\*Townhall

\*C-PAB

## PURPOSE OF MEETING (Select the one of the following)

-The Purpose of Meeting must be one of the following:

\*Periodic

-Monthly, quarterly, semi-annual, yearly

\*Community

-Any community led event where the primary reason for the meeting is not related to the Department. (i.e. Departments attendance at Career Expos or Church Bazaars...)

\*Incident

-Any formal meeting where the primary topic of discussion is to update the community regarding a particular event. (i.e. recent change in Department policy...)

## PRE-SCHEDULED

-Check box if meeting was pre-scheduled.

## NUMBER OF COMMUNITY MEMBERS PRESENT

-Self explanatory

## NUMBER OF PATROL PERSONNEL

## MISCELLANEOUS

-Fill in the appropriate boxes indicating the rank or title of Department personnel present at the meeting.

## TOTAL NUMBER OF MEETINGS

## TOTAL NUMBER OF PRE-SCHEDULED MEETINGS

-Self explanatory

**NOTE: IF MULTIPLE PAGES ARE USED, TABULATE TOTALS ON FIRST PAGE ONLY.**

## BASIC CARS

**TOTALS**

LAPD: 53.5 (9/99)